



Finance and Administration Cabinet

Executive Order 2008-011

Request Form

Requesting Department: 625 Department Of Highways**Record Date:** 2012-06-06**Requestor ID:** JJN0026**Requestor Name:** NANCY ALBRIGHT**Short Description:** Misc. repairs and supplies for Sign Shop - FY13**Requestor Phone Number:** 502-564-4556**Type of Request:** OTHER GOODS**New or Expanded?** No**Procurement Method:** Agency Authority**Cost:** 25,000.00**Estimate/Actual?** Estimate**Is this Item a Replacement?** No**If so, Asset Tag#:****What will happen to the replaced item?****What Document is Requested?** Blanket Waiver**If on Contract, Give Contract #:** See P&J**Vendor (if any):** TBD**Purpose and Justification:**

The Division of Maintenance request blanket waiver approval for purchase of miscellaneous repair items and supply products utilized in the daily operations of the Sign Shop. These items are utilized in limited quantities and purchases from a variety of different suppliers of whom KYTC does not maintain contractual agreements. The waiver would cover small purchases as well as Procard purchases. Many of the items purchased are specialty products associated with the sign screening and printing process. Funding for purchases would be provided through FE01. This approval would be effective through June 30, 2013.

Funding Source: Road**Program Code:****If Federal, Give CFDA#:****Percentage of Each Funding** 100% FE01

FAC approval of a Request Form means the review required by the Executive Order has been completed, and the items or services have been authorized to begin the procurement process. Agencies must procure these items or services according to procurement policies and procedures, administrative regulations, and statutes. Special authority requests, delegations and other specific methods of procurement are not approved through this review- identifying the procurement method is for the Committee's information only. Follow normal request procedures to obtain approval for specific methods of procurement. Funding source must be in accordance to GOPM policies, regulations and statutes.

I certify by submitting this form electronically, that an original, signed by the Cabinet Secretary or authorized agency head, is maintained at the agency level. If the agency head applies an electronic approval it is not necessary to maintain the signed original on file. In addition, the agency has considered the guidance provided by Personnel Cabinet regarding the distinction between an employee and an independent contractor before making this request, where applicable.

This request approved by:_____
Cabinet Secretary or Authorized Agency Head**For Agency Use:**